



District of Columbia
Department of
Housing and
Community
Development

801 North Capitol Street, NE
Washington, D.C. 20002

(202) 442-7200
(202) 442-7089 Fax

www.dhcd.dc.gov

Anthony A. Williams
Mayor

Eric Price
*Deputy Mayor for Planning
and Economic Development*

Stanley Jackson
*Director, Department of Housing
and Community Development*

Robert L. Trent
Chief of Staff

Robert Mulderig
*Deputy Director for Residential and
Community Services*

REQUEST FOR APPLICATIONS

***Neighborhood-Based Activities:
Storefront Façade Development***

***Community Development Block
Grants (CDBG)***

Issue Date: May 7, 2004

Closing Date: June 4, 2004



*The District Department of Housing and Community
Development pledges to foster the letter and spirit of the law
for achieving equal housing opportunity in the District of
Columbia.*

***LATE APPLICATIONS WILL NOT BE FORWARDED TO
THE REVIEW PANEL***



NOTICE

PRE-APPLICATION CONFERENCE



Neighborhood-Based Activities:
Storefront Façade Development
(Community Development Block Grant)

Attendance Recommended

WHEN: May 19, 2004
WHERE: Department of Housing and Community Development
801 North Capitol Street, NE
9th Floor Conference Room
Washington, DC 20002
TIME: 10:00 am – 12:00 pm

CONTACT PERSON: Lamont Lee
Department of Housing and Community Development
Residential and Community Services Division
(202) 442-7161
lamont.lee@dc.gov



Checklist for Applications

Neighborhood-Based Activities

Community Development Block Grant

Verify that the application form and attachments conform to all instructions.

DHCD will not forward unresponsive applications to the review panel.

- ☐ The application is printed on 8½ by 11-inch paper, landscape, on one side, using 11- or 12-point type
- ☐ Word limits are observed
- ☐ The application is unbound (other than binder clips per the instructions)
- ☐ The application form has three holes punched on the top (long) margin and
- ☐ The attachments package has three holes punched in the left margins
- ☐ There are eight (8) copies of the application (following the same format as above), plus the original
- ☐ The electronic version of the application is submitted on a diskette or via email
- ☐ Two original completed Receipts (see RFA Attachment C) attached to the outside of the envelopes or packages for DHCD's approval upon receipt.
- ☐ The application includes only the requested attachments (listed below)
 - Articles of Incorporation and Bylaws
 - Organizational chart
 - Board resumes
 - Staff resumes
 - Assurances (See RFA Attachment A)
 - Certifications (Lobbying, Drug-Free, etc.) (see RFA Attachment B)
 - Two Original Receipts (see RFA Attachment C)
 - IRS (501(c)(3) Tax-exempt status determination letter
 - Certificate of Good Standing from DCRA



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APPLICATION FORM

ATTACHMENTS

- Attachment A Assurances
- Attachment B Certifications
- Attachment C Original Receipt

MAPS

- Attachment D Map of CDBG-Eligible Census Tracts
- Attachment E Maps of “Hot Spot” Areas

**District of Columbia
Department of Housing and Community Development
Residential and Community Services Division
Request for Applications (RFA)**

SECTION 1: GENERAL INFORMATION

Introduction

The District of Columbia Department of Housing and Community Development (DHCD) receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) each year to develop programs, projects, and activities that provide affordable housing and promote neighborhood revitalization for the benefit of low and moderate-income households.

As part of this effort, DHCD is partnering with local non-profit organizations in offering and managing grants to small business and/or commercial property owners to enhance the image and overall economic viability of neighborhood business districts through improving the function and appearance of individual storefronts.

The Department will select organizations demonstrating in their applications that they can produce clear positive outcomes for the neighborhoods they serve. Applicants should use this application process to evidence their ability to produce positive outcomes by demonstrating that they have high project management and administrative capacity and a proven track record of delivering products and services similar to or related to those defined in the application.

Purpose of Request for Application (RFA)

The purpose of this Request for Applications (RFA) is to solicit applications for targeted storefront development projects. DHCD seeks to identify a select number of non-profit organizations that demonstrate organizational competence, performance capacity, and responsiveness to local needs and market demand.

Award Period

Activities should be ready to start no later than October 1, 2004, and be completed by June 30, 2006 or sooner. Activity work plans and budgets will only be approved for 18 months.

Grant Awards and Amounts

DHCD plans to make available up to \$1,000,000 for storefront development through this RFA.

SECTION 2: PROGRAM REQUIREMENTS & PRIORITIES

Storefront Development

Storefront development enhances the image and overall economic viability of neighborhood business districts by improving the function and appearance of individual building facades; and by spurring new private investment in commercial properties in the same location and adjacent commercial districts. Proposed projects must lead to readily observable results that positively affect the community.

Funding is available for the management of construction grants to small business or property owners for the enhancement of approximately 20 to 25 retail or other commercial building facades in a specified target area.

Storefront development projects require an intensive effort involving multiple skills and areas of expertise including, business/property owner recruitment; design development; pre-construction and construction management.

In seeking proposals for this project area, the Department is working in conjunction with the programs of *reSTORE* DC, administered from the Office of the Deputy Mayor for Planning and Economic Development, namely: DC Main Streets; Commercial District Technical Assistance Program, and Commercial Property Acquisition and Development Program. The Department will look favorably on proposals that demonstrate synergy with other initiatives of the Department and other District government agencies (including *reSTORE* DC), in particular, efforts intended to strengthen existing businesses and expand commercial opportunities within the same target area for which storefront improvements are proposed (small business technical assistance, microloan programs, business recruitment and retention activities, etc.). Similarly, projects should be coordinated with all appropriate government agencies to ensure that commercial districts targeted are consistent with overall planning process.

This is the only activity competed under this RFA.

Storefront Façade Development Program Roundtable

On February 26th, DHCD met with past and current storefront façade developers to review recent efforts, discuss lessons learned, and consider possible changes to enhance the Program's future initiatives.

As a result, there are a number of changes to the Program underway and under consideration. Current changes include project funding (including changes to the participant match requirements), target areas, time-to-complete, and other issues as described in this RFA.

CDBG Eligibility

Federal regulations have established national objectives that require that the beneficiaries of all CDBG-funded activities included under Neighborhood-Based Activities must be at least 51% low- and moderate income persons or households. For commercial district improvements, this objective is achieved through "area-wide benefit" (that is, by examining the incomes of residential households in the service area of the activity).

A map illustrating District of Columbia census tracts with 51% or more low- to moderate-income residents, thus designating the geographic areas readily qualifying as CDBG-eligible under the area-wide benefit designation described above, can be found as Attachment D to this RFA.

Area-wide benefit need not be confined to the specific census tracts indicated on this map. The federal requirement is that the households of the entire service area for any CD-eligible activity classified as low/moderate income by way of area-wide benefit must be at least 51% low/moderate-income. If the service area for a proposed activity extends beyond the CD-eligible census tracts, then the provider of that activity must demonstrate through survey data that that service area is at least 51% low/moderate-income.

In addition to low-moderate income census tracts, federally designated Neighborhood Revitalization Strategy Areas (NRSA) are eligible for CDBG funds regardless of the 51% rule. HUD has previously approved DHCD's request for two NSRAs to address economic development needs: Georgia Avenue and Carver Terrace/Langston Terrace/Ivy City/Trinidad.

Priority Target Areas for Commercial Storefront Development

The Department of Housing and Community Development is particularly interested in storefront facade development in commercial districts in the following specific locations:

- Lower Georgia Avenue, NW (south of intersection with New Hampshire): 2600, 2700, 3400-3600
- Upper Georgia Avenue, NW (north of intersection with New Hampshire): 5100, 6200, and 6400 blocks.
- H Street, NE: 700-1100 blocks and 1300 block
- North Capitol Street: K Street – Florida Avenue
- 9th Street, NW: 1000-1400 blocks and 1900 block
- 7th Street, NW: 100-1100 blocks, 1500-1600 blocks, and 1900 block
- O Street, NW: 700-800 blocks
- Benning Road and Minnesota Avenue
- Pennsylvania Avenue, SE

In addition, the Department is particularly interested in commercial storefront development for commercial properties in and near any of 14 "Hot Spot" areas recently designated by the Metropolitan Police Department. The precise street maps for those Hot Spot communities are provided as Attachment E. The Department recognizes that projects in certain of these areas may be smaller in scope, but nonetheless critical, since improvements to even a few neighborhood "anchors" often serve to strengthen the surrounding community.

While the Department will consider applications for storefront development in other areas for which appropriate justification is provided as to the community benefits expected to result from such development, priority consideration will be given to development of commercial storefronts in areas designated above.

SECTION 3: QUALIFICATIONS

Eligible Organizations

Applications are requested from qualified non-profit organizations that serve the residents of the District of Columbia. DHCD encourages responses from applicants that reflect the concerns of the diverse populations and cultures found throughout the District of Columbia's CDBG-eligible communities.

Organizational Capacity

A successful applicant has the staff and board resources available to be an effective change agent in the target neighborhoods for which it is proposing activities. The applicant's overall administrative capacity as it relates to all requirements of grant management will be closely examined. Applicants will be evaluated on the basis of financial management capability, staff qualifications, administrative capability, credit-worthiness, and demonstrated understanding of all issues involved in performing all activities required under CDBG fund administration.

The applicant must have a governing body that is broadly representative of the neighborhood being served and possesses neighborhood revitalization, legal, business administration and management skills and/or experience.

Storefront development projects require an intensive effort involving multiple skills and areas of expertise including, business/property owner recruitment; design development; pre-construction and construction management. The applicant must demonstrate the capacity to perform all the activities required to produce high-impact storefront improvement.

Experience

Applicants must demonstrate an understanding of the complex social and economic factors affecting the communities where they are active, provide evidence of previous accomplishments, and reveal how their efforts will effect measurable positive change.

Partnerships

Successful applicants have the capacity to leverage resources from financial, and other private and public institutions. Therefore, demonstrated working relationships with banks and other lenders, law firms, accounting firms, technical assistance providers, Federal government agencies, foundations, other non-profits, etc. are an essential qualification for grant recipients.

Performance

Proposed activities should result in measurable and observable outcomes for the target areas served. In addition to the number of improved storefronts and the dollar amount of investment, photographic documentation of existing and improved conditions must be submitted to DHCD.

Governing Body Membership

The Department prefers that the majority of the applicant organization's governing body membership (at least 51%) be from among the following categories: 1) low- and moderate-income residents of its geographic area of operation; 2) owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation; and/or 3) representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation.

Basic Requirements

In addition to demonstrating capacity to carry out activities, an applicant must meet the following general eligibility requirements:

- The applicant must be a 501(c) tax-exempt corporation designated by the Internal Revenue Service.
- The applicant must be certified as a non-profit organization by the DC Department of Consumer and Regulatory Affairs (DCRA).
- The applicant must be in good standing in the District of Columbia and must be current on all obligations to the District and Federal governments. (i.e., D.C., Federal and local taxes, and outstanding loans).
- The applicant must have written conflict of interest policies and procedures governing employees and board members in regard to the award and administration of contracts and other financial interests and benefits. These procedures must include the retention of Conflict of Interest declarations executed by each employee and board member.
- All programs receiving funding under this RFA must comply with all applicable Federal and State laws which provide for accessibility for people with disabilities, including, but not limited to, the following laws and regulations:

(1) D.C. Law 3-76: *District of Columbia Architectural Barriers Act of 1980, Sec 1500.1 et seq.* states in part, "... all buildings, structures, and premises which are used by the general public and which are regulated by this Code be made accessible to physically handicapped persons."

(2) The Architectural Barriers Act, as Amended (42 U.S.C. §4151 *et seq.*) is an Act to insure that certain buildings financed with Federal funds are so designed and constructed as to be accessible to the physically handicapped.

(3) Title III, American With Disabilities Act (ADA), 28 CFR Part 36, Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities. The applicant's site of business must be accessible or have a plan to be in compliance within ninety (90) days after execution of the grant.

SECTION 4: SELECTION PROCESS

Part 1. Organizational Profile and Capacity -- 100 points

Criterion	Points Available
Staff— <ul style="list-style-type: none"> the application describes organizational staff possessing skills and experience appropriate to the organization's mission and activities. 	10
Board— <ul style="list-style-type: none"> the application evidences a governing body comprised largely of community stakeholders (at least 51%), that includes individuals possessing a wide range of knowledge and experience related to housing and community development the application describes a governing body that is active in advancing the goals of the organization 	5
	10
Management— <ul style="list-style-type: none"> the application evidences the financial stability of the organization the application describes organizational systems currently in place to manage finances, information, and administrative functions the application demonstrates the organization's ability to assemble the monetary resources necessary to undertake complex community development activities 	10
	10
	10
Experience— <ul style="list-style-type: none"> the application evidences the organization's experience in successfully implementing outcome-based community development activities the application demonstrates the organization's ability to evaluate activity outcomes the application demonstrates the organization's ability to manage and evaluate activity progress the application demonstrates the organization's ability to identify and resolve organizational challenges 	20
	5
	10
	10
Total	100

Part 2. Community Needs & Applicant Proposed Response -- 100 points

Criterion	Points Available
<ul style="list-style-type: none">the application presents data and cogent analysis about target area conditions, trends, and attitudes	15
<ul style="list-style-type: none">the application describes a reasonable and well-developed proposal for a storefront façade renovation activity that fits into an overall strategy of strengthening existing businesses and expanding commercial opportunities	30
<ul style="list-style-type: none">the application describes the organization's experience in successfully implementing activities similar to that proposed	20
<ul style="list-style-type: none">the application identifies proposed outcomes and the total budget necessary to achieve those outcomes	20
<ul style="list-style-type: none">The application describes how the organization leverages resources to support and enhance outcomes	15
Total	100

Review Panel

The review panel for this RFA is composed of neutral, qualified, professional individuals who have been selected for their unique experiences in storefront improvement.

When the review panel has completed its evaluations, the panel will make recommendations for awards based on the highest combined scores for Parts 1 and 2 of the application. The Department and Review Panel will determine together minimum thresholds for each of Part 1 and Part 2 which must be met in order for an applicant to be awarded funding. The process of evaluating applications may require applicants to make an oral presentation before the panel and/or require the panel to conduct a site visit of the applicant's facility.

Decision on Awards

The recommendations of the review panels are advisory only and are not binding on the Department of Housing and Community Development. The final decision on awards vests solely with the District of Columbia DHCD.

After reviewing the recommendations of the review panels and any other information considered relevant, the Agency Director will decide which applicants to award funds and the amounts to be funded. Disbursements of awards are contingent on receipt of federal award.

Nondiscrimination in the Delivery of Services

The applicant must comply with federal and local laws which prohibit discrimination in the delivery of program and services, including, but not limited to, the following laws and regulations:

- 1) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.)- Prohibits discrimination on the basis of race, color or national origin in programs and activities receiving federal financial assistance.
- 2) Section 109 of Title I of the Housing and Community Development Act of 1974 (24 CFR Parts 6,180,570)- No person on the basis of race, color, national origin, sex or religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with community development funds.
- 3) The Age Discrimination Act of 1975 (42 U.S.C. 6101-07)- Prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.
- 4) Section 504 of the Rehabilitation Act of 1973 (24 CFR Part 8), as amended provides that "No otherwise qualified individual with handicaps in the United States ...shall solely by reason of his handicap be excluded from the participation in be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance..."

Post-Selection

The applicant whose proposal is approved for funding will be required to enter into a grant agreement with DHCD for implementation of the funded activity. This agreement will include provisions that will ensure compliance with federal and District laws and regulations and define the terms of the disbursement of funds.

Prior to execution of the grant agreement, the successful applicant will meet with DHCD staff to reach consensus on crafting the specific activities that will be undertaken under the grant agreement so that the applicant's mission, community needs, and District Government priorities are addressed. This effort will result in the detailed work plan, outcome measures, and budget that will become part of the grant agreement.

Upon execution of the grant agreement, which is anticipated to be no later than October 1, 2004, the grantee will receive the first scheduled fund disbursement.

In accordance with Federal and District requirements, DHCD will conduct evaluations of its grantee's use of the CDBG funds. The review objectives will include financial management and accountability, internal control structure, regulatory compliance, and program performance. The reviews may also include scheduled or unscheduled site visits. Accordingly, a grantee will be required to make available to DHCD all information and records necessary for the completion of its evaluation.

Contact Person

For further information, please contact:

Lamont Lee, Community Services Manager
Residential and Community Services Division
Department of Housing and Community Development
801 North Capitol Street, NE, 6th Floor

Washington, DC 20002
202-442-7161
202-442-7089
Lamont.Lee@dc.gov

SECTION 5: APPLICATION INSTRUCTIONS

Format

There are three parts to the application package:

- Part 1 of the application form
- Part 2 of the application form
- Electronic version of application on diskette¹
- Attachments

The attached application form is available in MSWord format from DHCD via email or from the DHCD website at <http://www.dhcd.dcgov.org/main.shtm>. While not recommended, the form may be completed by hand. If you would like the form emailed to you, send a message with your request to Stephanie.Davis@dc.gov.

Internet

Applicants who obtained this RFA through the Internet are asked to provide the Residential and Community Services Division with the following:

- Name of organization
- Key contact
- Mailing address
- Telephone and fax numbers.

This information is requested so that the applicant can receive updates and/or addenda to the RFA.

Application Form Instructions

The form is a series of Word generated tables. Enter requested data in the cells where indicated. Word/page counts are identified for questions requiring narrative responses. Do not exceed the stated limit.

The completed form should be printed out in landscape format **one side, on 8½ by 11-inch paper** with three holes punched (i.e., with a standard 3-hole punch) at the top (long) edge.

¹ The electronic version of the application may be submitted via email prior to the deadline in lieu of a diskette, however, electronic transmission **will not** substitute for the delivery of the required application package to DHCD; applications submitted via email only will not be forwarded to the Review Panel.

Margins must be no less than one inch and a minimum font size of 10-point is required (New Times Roman, Courier, or Arial Narrow type recommended). Pages **MUST** be numbered. **The review panel will not review applications that do not conform to these requirements.**

The pages of Part 1 and Part 2 of the application should be attached separately with binder clips and then bound together with an additional binder clip.

Application packages should have:

- No binding or covers
- No staples
- No graphics
- No attachments other than those requested

Required Attachments

The following attachments to the completed form are required:

Articles of Incorporation and Bylaws
Organizational Chart
Board Resumes
Staff Resumes
Assurances (RFA Attachment A)
Certifications (Lobbying, Drug-Free, etc.) (RFA Attachment B)
Two Original Receipts (RFA Attachment C)
IRS (501(c)(3) Tax-exempt status determination letter
Certificate of Good Standing from DCRA (obtained within the past three months)

Optional attachments are a) up to 10 photographs of target area building stock and b) letters of interest from business and/or property owners who are prospective project participants.

The attachments package should be arranged in the order items are listed with three holes punched (i.e., with a standard 3-hole punch) and attached with a binder clip. The entire package should then be attached to Part 1 of the application form with an additional binder clip.

Applicants may obtain the Certificate of Good Standing at DCRA's One-Stop Business Center located in Room 1100 at 941 North Capitol Street, NE; the certificate may be requested by mail to Ms. Regina Dobbins, DCRA Corporations Division, 941 North Capitol Street, NE, Washington, DC 20002. There is a \$20 fee for the certificate. For additional information, call the Corporations Division at (202) 442-4432.

Multiple Submissions

Applicants proposing more than one storefront development project must complete Part 2 of the application form separately for each activity. There is no limit on the number of Part 2 applications

submitted. Part 1 of the application form and the attachments package should be completed only once per organization.

Pre-Application Conference

The Pre-Application Conference will be held May 19th, 2004, from 10:00 am to 12:00 pm, at the Department of Housing and Community Development, 801 N. Capitol Street, NE, 9th Floor Conference Room, Washington, DC, 20002.

Explanations to Prospective Applicants

Applicants are encouraged to call, mail or fax their questions to the contact person listed above on or before May 28, 2004. Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.

Resources

For more information about the Department of Housing and Community Development, please visit: <http://www.dhcd.dcgov.org/main.shtm>

Information regarding federal regulations that apply to Community Development Block Grants can be found on the US Department of Housing and Urban Development website: <http://www.hud.gov/offices/cpd/communitydevelopment/library/deskguid.cfm>; and <http://www.hud.gov/offices/cpd/communitydevelopment/programs/entitlement/entitlementcommunitiesfacts.cfm>

Circulars A-110 and A-122 detailing federal spending requirements are available from the US Office of Management and Budget: <http://www.whitehouse.gov/omb/circulars/a110/a110.html>; and <http://www.whitehouse.gov/omb/circulars/a122/a122.html>

A wide range of information regarding community development issues and funding opportunities can be found at: <http://www.knowledgeplex.org>

SECTION 6: APPLICATION SUBMISSION

Application Identification

A total of nine (9) applications (nine sets of Part 1 of the application form, Part 2 of the application form (for each activity proposed), an electronic version both parts on one diskette (or emailed prior to the deadline), and the attachments package) are to be submitted in an envelope or package. Attachment D should be affixed to the outside of the envelope or package. **Of the nine (9) applications, one (1) application must be an original. DHCD will not forward the application to the review panel if the applicant fails to submit the required eight (8) copies, plus one (1) original.**

Telephonic, telegraphic and facsimile submissions **will not be accepted.**

Application Submission Date and Time

Applications are due no later than 4:00 p.m., on June 4, 2004. All applications will be recorded upon receipt. Applications **submitted at or after 4:01 p.m.**, June 4, 2004 will not be forwarded to the review panel. Any additions or deletions to an application will not be accepted after the deadline.

The eight (8) applications, plus the original and diskette, **must be** delivered to the following location:

Department of Housing and Community Development
Residential and Community Services Division
801 North Capitol Street, NE
6th Floor
Washington, DC 20002
Attention: Lamont Lee

Mail/Courier/Messenger Delivery

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the deadline at the above location. Messenger/Courier services delivering applications at or after the post dated time **will not be accepted**.

*****Late Applications Will Not Be Forwarded To The Review Panel*****

Notice of Non-Discrimination

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.